

# SHARP-SHOOTER

**TAKING AIM TO BETTER SERVE THE CUSTOMER**

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## AKSESS Benefits Open Enrollment

AKSESS (Automated Kansas State Employees Service System) was introduced last year, with benefits open enrollment as the first application for employee use. Benefits Open Enrollment for Plan Year 2002 will be October 1-31, and benefits eligible employees will enroll online again this year via AKSESS.

We enhanced security features and improved self-service functionality this year:

- **Employee email address:** Employees can receive password help via email. If employees lose or forget their passwords, they don't have to contact the Help Desk if they have listed an email address when signing on to AKSESS. Employees will need an email address, whether business or personal, to use this feature. We recommend that agencies provide a work email

address for their benefits eligible employees. However, the AKSESS web site will also provide links to free email accounts so employees may sign up at home for personal email accounts if needed. Employees needing password help without using an email address will have to contact the Help Desk and wait for a new password to be mailed to their home address.

- **Secret question to authenticate employee:** This security feature authenticates an employee who has forgotten their password. During their initial sign-on, employees will enter a secret question and answer. (For example: Question - What is my dog's name? Answer - Fido) If, at a later time, an employee forgets their password they may quickly receive a new password at their email address by correctly answering their secret question.
- **Online benefits confirmation statements:** Benefits confirmation statements for Plan Year 2002 will be available online only. In December employees will be able to access their personal benefits confirmation statements by signing on to AKSESS. Employees will not receive their statements at their home mailing address as in past years.

Also, please note that we are able

to support the following browser versions and levels – Microsoft Internet Explorer (5.50 or higher when available) and Netscape Navigator 4.7x. Other browser versions or levels may cause unreliable results.

Similar to last year's preparation for Benefits Open Enrollment, benefits eligible employees will receive a password at their home mailing address in mid-to-late September. The system will retain employee password changes and the email feature mentioned above will help employees obtain their passwords if forgotten. Employees will continue to use their passwords for additional AKSESS services as they become available. Except for new employees, we do not plan to mail out new passwords again.

The password mailer will also explain the first time log in process, required password change, and other information listed above. We would like agencies to encourage employees to log onto AKSESS shortly after receiving their mailer to set up their personalized password and email information even if they do not intend to review or change their benefits information. Additional applications will soon be available on AKSESS, so employees can continue to use their personalized passwords.

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# SHARP Entry Cutoff Dates for October, 2001

## Open Enrollment

State of Kansas employees will use AKSESS (Automated Kansas State Employees Service System) again this year to select their Plan Year 2002 benefits elections. As a reminder, AKSESS uses data residing in the SHARP (Statewide Human Resource and Payroll) system to populate the various enrollment screens accessed by employees. Data in the SHARP system as of September 9, 2001, will be used to determine employee eligibility for the various group health insurance

plans offered during the Fall 2001 open enrollment cycle and for the issuance of password mailers in September.

In order to ensure accurate and up-to-date employee information resides in the AKSESS system, agencies should enter all employee job data related transactions by September 9, 2001, and no later than 5:00 p.m.. This includes new hires, rehires, terminations, promotions, demotions, etc. Any data that affects an employee's benefits eligibility such as address, name change, etc., that is not entered by this date will not appear in the AKSESS benefits open enrollment system during the month of October. Transactions not entered prior to the September 9th cutoff should be evaluated on a case-by-case basis, as the employee may still be able to complete their open enrollment on-line. For example, an employee with a name

change may try to access their information using their new name but the name change may not have been entered in SHARP by September 9th. Agencies should inform the employee to use the last name that existed in SHARP prior to September 9th to successfully complete their enrollment on-line.

However, any employee hired or rehired in the system after September 9, 2001, will not be able to complete their benefits open enrollment using the AKSESS website. These employees should contact their agency human resource office to complete a paper enrollment form.

If you have any questions about how a specific SHARP transaction affects an employee's ability to complete their online benefits open enrollment, contact the Help Desk starting September 24, 2001 at (785) 368-8000 and select the AKSESS option.

### SHARP-SHOOTER

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## SHARP Security Contact

Mike Broadwell has assumed the role of SHARP Security Administrator for the Division of Personnel Services. All SHARP Security forms should now be sent to Mike's attention at the Division of Personnel Services, Room 951-S, Landon State Office Building, Topeka, KS 66612. The security forms have been updated to include Mike's email

and phone number. The SHARP Security Guidelines have also been revised to show Mike as the contact. The most recent versions of these forms can be found on the SHARP website at <http://da.state.ks.us/sharp/documents/>. Additionally, Mike will be able to answer questions about SHARP Security access and help with password problems.

# Name Format in SHARP

The following information is a reminder of the correct procedures for name format in SHARP. These instructions apply to all of the panels in the SHARP system which allow users to enter a person's name. These panels include Personal Data, Applicant Personal Data and Dependent/Beneficiary Data.

The correct entry for the name field must be in the PeopleSoft standard name format: [last name] [suffix],[first name] [middle name/initial]

Names are case sensitive and should not be in all caps. Names can contain alphabetic characters, spaces, hyphens, and apostrophes; however, the State of Kansas prefers that periods not be used. Suffixes, such as Jr or III, should be entered after the last name and before the comma. Prefixes, such as Dr or Mrs, should be entered in the separate Prefix field on Personal Data and Applicant Personal Data.

Some examples of name formats (both valid and invalid formats):

## Valid Name Format

O'Brien,Michael R  
Jones IV,James  
Phillips MD,Deanna Lynn  
Reynolds Jr,John Q  
Phipps-Scott,Adrienne L  
Knauft,Gunter

## Invalid Name Format

Obrien,Michael R.  
Jones,James IV  
Phillips,Deanna Lynn MD  
Reynolds Jr.,John Q.  
PhippsScott,Adrienne L.  
KNAUFT,GUNTER

We also prefer that no punctuation be entered in the address fields located on these same panels in SHARP, as it is easier to use this information for mailing labels when no punctuation is used.

## AKSESS Benefits

*continued from page one*

In addition to the changes mentioned earlier, the following will remain essentially the same as last year's process:

- We will continue to update the AKSESS home page at <http://da.state.ks.us/aksess/> with general information and frequently asked questions.
- During September we will have a demo enrollment for employees to review and practice.
- Beginning September 24, 2001, the Help Desk will be available Monday-Friday, 8:00 a.m. – 5:00 p.m. at (785) 368-8000.
- DPS Benefits staff will host meetings for human resource and benefits representatives as in previous years.

Employee communication is important for success of this year's open enrollment. Watch for upcoming Kansagram articles and posters. Also, we will post Plan Year 2002 information on the AKSESS web site as it becomes available.

# New KSIP Bonus Worksheets

New worksheets have been developed for Kansas Savings Incentive Program (KSIP) bonuses for fiscal year 2002 to reflect the new fiscal year rates for employer charges. The worksheets were also modified to accommodate the different Workers Compensation Insurance rates. There is now a space above the "Net to be paid" line to insert your agency's WCI rate as a percentage. The worksheets will multiply that rate times the gross wages to figure the WCI charge.

Effective with payments made

after August 6, 2001, the supplemental rate for Federal income tax withholding is reduced to 27.5%. This will affect the off-cycle KSIP bonus checks sent to the Payroll Processing Team on or after August 2, 2001. The worksheets have been updated to reflect the new withholding rate.

The KSIP worksheets and procedures can now be found on the Payroll Services page of the Division of Accounts and Reports' web site located at: <http://da.state.ks.us/ar/payroll/>. More information on processing KSIP Bonus payments can be

found in the April 2000 issue of the SHARP-SHOOTER. A copy of this document can be found on the SHARP Customer Service web site located at: <http://da.state.ks.us/sharp/>.

If you have further questions that are not answered by the information located at these web sites, please contact Joyce Dickerson in the Payroll Processing Team by calling 785-296-3979 or e-mailing her at [Joyce.Dickerson@state.ks.us](mailto:Joyce.Dickerson@state.ks.us).

## Dear Dead Eye...

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**Q:** Please explain the difference between using the SOKP and PSTV holiday schedule for Executive Branch classified part-time employees.

We have a part-time classified employee with a PSTV holiday schedule. The employee works a regular T-F schedule of 5 hrs per day. Should the holiday schedule be recorded in Manage Positions as SOKP? I haven't been able to find a definition of when to use that code.

**A: HISTORY:** PSTV was established for positions that aren't eligible for holidays. No holiday credit code, nor hours default into the timesheet when this holiday code is selected. The PSTV holiday schedule should be used for all your classified temporary employees since they

aren't eligible for holiday credit.

SOKP was established for employees who work 4-hour days. The holiday credit code defaults with 4 hours into the timesheet.

**SOLUTION:** It is really up to your agency to determine what is best for your timekeeper and employee. If you enter SOKP, the code and 4 hours will default into the timesheet. The timekeeper will need to change the hours to correspond to the amount of time the employee was regularly scheduled to work on that day. If the classified regular non-exempt

employee who works less than full-time on a regular schedule is not regularly scheduled to work on the holiday, the employee is not eligible for the holiday credit and the timekeeper should delete the entire row.

**NOTE:** You can find more information about holiday schedules on page 42 of the Time and Leave Computer Based Training material. Also refer to Kansas Administrative Regulation 1-9-2 (<http://da.state.ks.us/ps/documents/regs/art-9.htm#1-9-2>).

*All questions for Dear Dead Eye are welcomed and should be directed to "Dear Dead Eye" at the project address, (785) 296-4886, or E-Mail: [douglas.quinn@state.ks.us](mailto:douglas.quinn@state.ks.us).*

*All questions will be answered in the following issue of the newsletter.*

